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EG&G - ROCKY FLATS PLANT
ENVIRONMENTAL MANAGEMENT

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**ROCKY FLATS PLANT
EMD OPERATING
PROCEDURES MANUAL**

**Manual No.: 5-21000-OPS-FO
Procedure No.: Table of Contents, Rev 14
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Effective Date: 05/22/92
Organization: Environmental Management**

THIS IS ONE VOLUME OF A SIX VOLUME SET WHICH INCLUDES:

**VOLUME I: FIELD OPERATIONS (FO)
VOLUME II: GROUNDWATER (GW)
VOLUME III: GEOTECHNICAL (GT)
VOLUME IV: SURFACE WATER (SW)
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ADMIN RECORD

A-SW-000974

REVIEWED FOR CLASSIFICATION/UCM

By W. L. Johnson

Date May 20, 1992

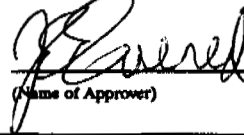
W. L. Johnson 05/29/92

TRANSMITTAL OF FIELD QA RECORDS

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Category 2	Organization:	Environmental Management

TITLE:
TRANSMITTAL OF
FIELD QA RECORDS

Approved by:


(Name of Approver)

5/19/92
(Date)

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2.0 PURPOSE

This procedure addresses the disposition of field QA records that have been authenticated as part of the collection of Environmental Management field activities.

3.0 SCOPE

This procedure is intended for the use of trained personnel in controlled transmission of authenticated QA records to the responsible Project Manager from the field.

4.0 REFERENCES

4.1 SOURCE REFERENCES

4.1.1 Environmental Restoration Interagency Agreement.

4.1.2 DOE Order 5400.1, General Environmental Protection Program.

4.1.3 DOE Order 5700.6B. Quality Assurance.

4.1.4 Environmental Restoration Department Quality Assurance Program Description.

4.2 INTERNAL REFERENCES

4.2.1 Environmental Management (EM) Administrative Procedure 3-21000-ADM-16.01, Control of Corrective Action Reports.

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4.2.2 EM Administrative Procedure 3-21000-ADM-17.01, Record Management.

5.0 PREREQUISITES

- 5.1 QA records must be properly completed per the applicable generation procedure.
- 5.2 QA records, such as procedures with internal authentications, must be properly authenticated per the applicable procedure.
- 5.3 Each QA record must have a unique identification number.

6.0 LIMITATIONS AND PRECAUTIONS

None.

7.0 PROCEDURE

- 7.1 Verify that QA records have been properly authenticated per the applicable procedures under which they were generated.
- 7.2 Verify that each QA record has a unique identification number generated in accordance with the procedure which generated the QA record.
- 7.3 If the verification in steps 7.1, 7.2, or 7.5.1 identify discrepancies with the applicable generation procedures, terminate this activity for the affected QA record and prepare a Corrective Action Report.

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NOTE

The QA records identified in Corrective Action reports will be dispositioned in accordance with the EM Administrative Procedure 17.1 (Reference 4.2.1).

- 7.4 Maintain the QA records in a location where they are protected from loss or damage.
- 7.5 At least once every seven days, prepare a package of the QA Records accumulated for transmission to the responsible project manager. The time period for transmission and the receiver of the transmission specified in the generation procedure takes precedent over the requirements specified above.
- 7.5.1 Collect the QA records and review them for accuracy and completeness consistent with the requirements in the applicable generation procedures.
- 7.5.2 If QA records are not consistent with the applicable generation procedures (see step 7.5.1), disposition the QA records as described in step 7.3.
- 7.5.3 Obtain a Field QA Records Transmission Form (FQT) (FORM FO2.A).
- 7.5.4 Address the form to the responsible Project Manager.
- 7.5.5 Record the FQT Number on the form (see Attachment 1).

NOTE

This number is "FQT", your initials, the date (mmddyy format), and the number of transmission forms you have generated that day, each separated by dashes. (Example: FQT-JWD-053191-1).

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7.5.6 Record the following information on the FQT (continuation sheets maybe used as needed):

1. Record number,
2. Title, and
3. Record's date.

7.5.7 Record the page number and the total number of pages on the FQT form and its continuation pages, if any.

7.5.8 Record the FQT number on the continuation pages, if any.

7.5.9 Attach the QA records listed to the form.

7.5.10 Verify that all QA records listed on the transmission form are attached.

7.5.11 If the QA records were not attached per step 7.5.7 attach them or revise the form.

NOTE

IF a QA record is lost, a Corrective Action Report shall be created per the EM Administrative Procedure 3-21000-ADM-16.01.

7.5.12 Authenticate the transmission form by:

1. Printing your name,

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2. signing, and
3. recording the date.

7.5.13 Document the transmission of the QA records, the FQT number, and the means of transmission in the field office's log.

- 7.6 Transmit the transmission form and attachments to the EMD records center (per 3-21000-ADM-17.01, Records Management) with copy to the Project Manager.

NOTE

The EM Department Document Custodian will sign the FQT upon receipt and return a copy of the first page of the signed FQT to the sender.

- 7.7 Upon receipt of A FQT signed by the Document Custodian, document this in the field office log; include the date signed and the FQT numbers.

8.0 AUTHENTICATION

Authentication of completion of this procedure is documented by signing the Field Data Transmission Form as described in step 7.5.12.

ATTACHMENT 1
FIELD QA RECORDS TRANSMISSION FORM

Transmission Form Number FQT-_____

Page ___ of ___

To: EMD records center,
Project Manager, and

From: _____

Number	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authentication:

The signature below indicates that the requirements specified in OPS GEN1.2 have been complied with for completion of this form and attached QA records listed on this form including the specified continuation pages.

_____	_____	_____
Name (Print)	Signature	Date

Received By EMD Document Custodian

_____	_____	_____
Name (Print)	Signature	Date

